PROCEDURE LIT.4.03.03
TRAVEL BY RENTED OR PUBLIC CONVEYANCE

SCOPE: Faculty and Staff

1. Airfare

    1.1. A traveler may be reimbursed for the actual cost of coach or economy fares.

    1.1.1. Upgraded fares, such as first class, business class, or preferred seating will only be reimbursed if the fare was the only available fare or results in savings to Lamar Institute of Technology (LIT).

    1.1.1.1. Such a statement must accompany the travel request.

    1.2. A traveler may be reimbursed for extra days at a duty point to qualify for discount airfare only if paying the discount airfare and additional other expenses results in savings to LIT.

    1.2.1. The traveler's additional days of travel must not adversely affect the adequate performance of his/her designated duties.

    1.3. A traveler may be reimbursed for checked baggage fees.

    1.3.1. Receipts for baggage expenses must be submitted with the travel voucher.

    1.4. An airline receipt and copy of the itinerary must accompany the travel voucher.

    1.4.1. The receipt must list the name of the traveler, the airline, the ticket number, the class of transportation, the fare basis code, the travel dates, the amount of the airfare, and the origin and destination for each segment.

    1.5. A traveler will not be reimbursed for optional travel charges, such as preferred or early boarding, unless a valid business purpose is documented.

2. Rental of Motor Vehicles

    2.1. A traveler may be reimbursed for the actual cost of renting a motor vehicle.

    2.1.1. The amount of reimbursement is limited to:

    2.1.1.1. The state contracted rental rate,

    2.1.1.2. Applicable state and local taxes,

    2.1.1.3. Gasoline purchased directly by the traveler,

    2.1.1.4. Charges for GPS devices, and

    2.1.1.5. Tolls charged to the rental vehicle.

    2.1.2. A traveler will not be reimbursed for:

    2.1.2.1. Personal accident insurance or safe trip insurance,

    2.1.2.2. Charges for maps,

    2.1.2.3. Charges for satellite radio,

    2.1.2.4. Other optional equipment or features with no business purpose,

2.1.2.5. Prepaid fuel charges, or
2.1.2.6. Upcharges for failing to return the vehicle with a full tank of gas.

2.2. The State contracted daily rate includes both loss/damage waiver (comprehensive coverage) and liability coverage. If a traveler does not use a state contracted rental rate, LIT will not be responsible for damages or liability incurred in the case of an accident. The traveler or his/her personal automobile insurance carrier will be responsible.

2.3. Receipts are required for rental car and gasoline purchases.

2.3.1. Rental car receipts must show the starting and ending dates of the rental, the names of the motor vehicle rental company and the renter, and an itemization of the expenses incurred.

2.3.2. Gasoline receipts must show the date and time of purchase, the location of purchase, the cost per gallon, the number of gallons purchased, and the total cost of the purchase.

2.4. If a traveler rents a car and combines personal travel with state business, the cost of the rental car must be prorated on a daily basis, and reimbursement is limited to the days on which state business is conducted.

3. Travel by Railroad

3.1. A traveler may be reimbursed for the actual cost of transportation by railroad.

3.1.1. An original, detailed, and complete receipt must accompany the travel reimbursement request.

4. Travel by Mass Transit, Taxi, Limousine, Transportation Network Company (Rideshare)

4.1. A traveler may be reimbursed for the actual cost of transportation by bus, subway, other mode of mass transit, taxi, or a transportation network company (rideshare).

4.2. If two or more travelers share a taxi or a transportation network company (rideshare), a single traveler may choose to pay for the entire cost and claim the entire reimbursement or the travelers may split the cost and individually claim the portion each traveler paid.

4.2.1. When splitting the costs, travelers must ensure that no more than the full cost is reimbursed.

4.3. LIT may reimburse a traveler for the actual cost of transportation by limousine only if it was the least costly transportation available, considering all relevant circumstances. A narrative justification must be provided.

4.4. Receipts are required for travel by bus, subway, other modes of mass transit, taxi, or a transportation network company (rideshare).

4.4.1. Individual trips must be itemized on the travel voucher, showing the fare and destination for each trip.

Related Policies: LIT.4.03 Travel

Relevant Forms/Documents: Request to Travel, Travel Voucher, Request to Increase Maximum Lodging Rate, Hotel Occupancy Tax Exemption Certificate

Relevant TSUS Policies/Forms/Documents: TSUS Rules & Regulations Chapter 3, Section 6.(10)

Relevant Statutes: Texas Government Code Chapter 660; Texas Education Code 51.009

Relevant SACSOC Standards:

<u>Document History</u>:
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